

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
October 3, 2022**

Members Present: Chris Potter (Chair), Tim Harty (Vice Chair), Don Anderson (Clerk)
Oliver Brody

Absent: Ed Harty

Others Present: Yevette Hendler, Nancy Dalzell, Steven Thomas, Nathaniel Hall,
Alison Bigwood (Interim ZA) & Kelley Thayer (Recording Clerk)

1. Call to Order: Chris Potter (Chair) called the meeting to order at 6:30 P.M.

2. Adjustments to Agenda: The Board added the sub-division renewal request to Application # 23-10 for discussion and possible approval. This request was in the original application but was not seen when the Legal Notice was submitted to the Shopper.

3. Acceptance of Minutes: Tim Harty made a motion to accept the minutes as presented from the September 6, 2022, meeting with Don Anderson seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 4-0-1. Ed Harty was not present.

4. Communications and Public Comment: None

5. New Business: (Discussion / Action):

Application # 23-10 Application # 23-10 Nathaniel Hall (Owner & Applicant) property located at 474 Woodland Path. The Applicant is requesting a Change of Use. The bottom of the building will remain a woodshop (current use) and the top will become a residential apartment. Application will be reviewed under **Section 311 Site Plan Review; Section 448 Resource Conservation District; and Section 215 Zoning Permit Procedure** of the adopted 2017 Zoning Bylaws.

Tim Harty opened the Hearing reading the application. Tim asked Nathaniel Hall to give a brief description of his application request. Nathaniel started off discussing the sub-division renewal. The sub-division was previously approved and permitted back in 2005. Nathaniel didn't realize he needed to bring in a Mylar within 180 days or the permit becomes null and void, so he was asking for a renewal, and he will re-survey and bring in the Mylar as soon as possible if they approve the renewal. The property has a 50 ft shared R.O.W. in which Nathaniel will produce an agreement letter for the Board before the Permit is given. The second part of this application was for a Change of Use. Nathaniel currently has a wood working business in which it is slowing down at this time and would like to turn the upstairs into a 850 sq ft apartment with it's own access with two forms of egress, a kitchen and bathroom. Water and sewer may be sufficient but

will verify upon approval of this request. Hearing nothing further, Tim closed this application # 23-10 @ 6:39 pm.

Application # 23-11

Application # 23-11 Yevette Hendler (Owner & Applicant) property located at 3619 US Route 5. The Applicant is requesting to replace a Bay Window with doors and build a small 10' x 14' deck. Application will be reviewed under **Section 311 Site Plan Review; Section 445 Historic Village District; and Article IX Historical Preservation Overlay District** of the adopted 2017 Zoning Bylaws.

Chris Potter opened the hearing reading the application and requesting that Yevette Hendler and her Contractor, Steven Thomas, give a brief description of the project being requested. Steven Thomas started by saying that the original size of the requested deck needs to be amended from 10' x 14' to 11' x 20'. The purpose of this is to square off the existing bump out on the house. Yevette was looking to remove the existing Bay Window and replace it with French Doors leading out to a new 11' x 20' deck with railings. Hearing nothing further Chris Potter Closed Application # 23-11 @ 6:45pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): None

8. Date of Next Meeting: Monday, November 7, 2022 at 6:30 PM in the Town Hall

DELIBERATIVE SESSION: Upon coming out of deliberative session, Chris Potter made motion to approve application # 23-10 for the sub-division renewal with conditions. Nathaniel will need to provide the Mylar within 180 days and provide a shared agreement between himself and the neighboring property owner for R.O.W access. The Board also approved the Change of Use requested pending septic & potable water permits from the State. Oliver Brody seconded and the motion passed unanimously 4-0-1. Yevette Hendler's application # 23-11 for the construction of a new 11' x 20' deck and French Doors was approved without conditions. Chris Potter made a motion to approve application # 23-11, Oliver Brody seconded and the motion passed unanimously 4-0-1.

9. Adjournment: Chris Potter made a motion to adjourn at 7:10 PM with Don Anderson seconding. The motion passed 4-0-1 and the meeting was declared over by the Chair, Chris Potter.

Signature of Clerk

Date

Prepared by Kelley Thayer

(Note: These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the next DRB meeting.)